



## CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

### EXAMINATION ANNOUNCEMENT

**DEPARTMENT:** CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

**POSITION TITLE:** CEA 2, CHIEF, EMPLOYMENT AND ELIGIBILITY BRANCH  
WELFARE TO WORK DIVISION

**SALARY:** \$5768 - \$8051

**FINAL FILE DATE:** MARCH 3, 2005

### DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director of the Welfare to Work Division, the Chief of the Employment and Eligibility Branch is responsible for managing the activities of two bureaus; the Employment Bureau and the Eligibility Bureau. The Branch Chief directs the policy development, application, and maintenance of uniform, statewide programmatic and fiscal policies and procedures related to the eligibility determination and employment services components of the California Work Opportunity and Responsibility to Kids (CalWORKS) Program assignments within the Branch.

The Branch Chief is responsible for a highly complex staff services function with statewide impact. The Chief is responsible for overall management direction for the Branch to ensure the effective development, promulgation and implementation of policies necessary for the administration of the CalWORKS Program.

### EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin

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**EXAMINATION INFORMATION (Continued)**

will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge and abilities meet the minimum qualifications and desirable qualifications. Based on the screening committee's evaluation of the competitive group, interviews may be conducted with the most qualified candidates if deemed necessary to make a selection. It is anticipated that examination interviews may be held during **March/April 2005**. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

**MINIMUM QUALIFICATIONS**

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

**DESIRABLE QUALIFICATIONS**

Applications will be screened on the basis of knowledge, experience and potential to meet the following desirable qualifications:

- a. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch, in particular, welfare programs of CDSS.
- b. Knowledge of the principles, practices and trends of public administration, organization, and management.
- c. Knowledge of information technology projects as they impact and relate to program policy.
- d. Knowledge of techniques for organizing and motivating groups.
- e. Knowledge of principles and practices of policy formulation and development.

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**SEE NEXT PAGE FOR ADDITIONAL INFORMATION**

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**DESIRABLE QUALIFICATIONS (Continued)**

In addition, applicants must demonstrate the ability to perform high level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of program development and evaluation; methods of administrative problem solving; the California Welfare and Institutions Code and the CDSS Manual of Policies and Procedures; human resources management techniques; the Department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- (2) Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity objectives.

The knowledge and abilities indicated above for the **CEA 2** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization:

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**All interested applicants must file both of the following documents:**

- 1. An Application for Examination (STD 678) and**
- 2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this position.**

**NOTE: Resumes are optional and do not take the place of the one-page summary of qualifications.**

Submit these documents to: California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, Room 1516, MS 15-59  
Sacramento, CA 95814

Applications must be postmarked **no later than** the final file date of **March 3, 2005**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Cindy Brooks,  
at (916) 653-5362.

Questions regarding the position should be directed to Judy Moore,  
at (916) 657-1822.